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**EXECUTIVE COMMITTEE MEETING**  
**Department of Workforce Services**  
**1385 South State Street, Salt Lake City, Utah**  
**Monthly Meeting Minutes**  
**Thursday, June 8, 2006**  
**12:00 p.m.**

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Presiding: Greg Diven, Chair

Present: Charles Daud, Linda Fife, Norman Fitzgerald, Jon Pierpont, Karen Silver, Kerry Steadman

Absent: M. Ali Wilkinson

Excused: Edith Fauver, Tony Gomez, Senator Brent Goodfellow, Ben Graham, Paul Jackson, Parley Jacobs, Commissioner Colleen Johnson, Jill Merritt

Guests: Marty Kelly-USOE, State Director of Adult Education, Gordon Swensen and Kyle Walker, Office of Rehabilitation

Staff: Steve Leyba, Diane Lovell, Laurel Morris, Mary Peterson

**1. Welcome & Announcements – Greg Diven**

Chairman Greg Diven called the meeting to order at 12:05 pm. He noted a free workshop that will take place June 21<sup>st</sup> for all employers on the ABC's of Workplace Drug Testing sponsored by DWS and the Salt Lake/Tooele Employer Committee. This workshop begins at 7:30 am and will be held at 1385 South State, Room 157A.

Chairman Diven shared a Salt Lake Tribune article about Governor Huntsman's challenge to Utah employers to hire 1000 youth by June 21<sup>st</sup>. Greg and Paul Jackson attended the Governor's Press Conference on June 7<sup>th</sup> where the challenge was announced. Mr. Diven asked everyone to spread the word and noted the toll free number 888-920-WORK for employers to call. In addition, if employers have an interest in mentoring or being involved on the Youth Council, names are being collected and sent to Diane Lovell.

Chairman Diven reported on the three current vacancies on the Council. Recruitment packages and applications have been mailed to Ballard Veater, who may replace Ron Andersen-LDS Employment Services and Craig Jaimeson, who is being considered to replace Louie Silveira-Costo. Jennifer Carroll-EG&G has also resigned and a possible replacement for her has not been named.

Mr. Diven announced that the Council will not meet in July. All members are invited to attend the Executive Committee Meeting on July 13<sup>th</sup>. August 10<sup>th</sup> will be the next Executive Committee meeting and the next Council meeting is scheduled on August 24<sup>th</sup>.

## **2. Regional Director's Report – Jon Pierpont**

Jon Pierpont announced that 44 staff (FTEs) will be shifted from other regions to Central Region due to the workload disparities between regions. This adjustment in staff allocations was made after a lengthy and thorough work load analysis and involved “hold harmless” provisions to ensure maintenance of adequate staffing levels in rural areas. The staff that are transitioning to Central Region will perform eligibility functions and most of them will work from home as telecommuters.

The staff transition begins July 1<sup>st</sup> and will entail extensive staff training over the next six months.

## **3. Council Chair and Vice Chair Nominations – Greg Diven**

Mr. Diven referred to the Nominating Process Summary provided in packets. The Executive Committee acts as the nominating committee and he opened the nominations at this time. He noted that Paul Jackson and John Hill have expressed interest in serving as Chair and Vice Chair respectively. All nominees will be asked to make a brief statement to the Council about why they want to serve. Elections will occur on June 22<sup>nd</sup> and new officers will begin their terms on July 1<sup>st</sup>.

**Charles Daud nominated Paul Jackson for Chair. Kerry Steadman seconded the motion.**

**Kerry Steadman nominated John Hill as Vice-Chair. Karen Silver seconded the motion.**

Nominations will close on June 19th and additional names may be submitted until that time. If members are unable to attend the June 22<sup>nd</sup> meeting, they may vote electronically. Diane Lovell will email all members with voting instructions and nomination procedures early next week.

## **4. 2007 Regional Plan – Committee Updates**

Greg Diven thanked the Diversity Committee for the excellent presentation given at the last Council meeting. The Youth Council will present at the June 22nd meeting. The Basic Needs Committee will present on August 24<sup>th</sup> and the Training & Development Committee on September 28<sup>th</sup>.

Copies of the Central Region draft plan have been submitted to Mike Richardson and final plans are due by June 14<sup>th</sup>. Mr. Diven asked Committee Chairs to review the draft, include SUCCESS MEASURES and send changes to Diane Lovell by June 13.

## **5. Executive Roundtable Update**

Chairman Diven provided updates on the Roundtables as follows:

Automotive Industry – A curriculum development progress report has been sent to the CTE Administrators and faculty of all the local school districts. School officials and

faculty will also be invited to attend the MotorFest Orientation meeting on September 21<sup>st</sup>.

The MotorFest will be held on September 27<sup>th</sup> and 28<sup>th</sup>. Plans for the Motorfest are going well and the Salt Lake Chamber of Commerce has offered to be a partner and will help publicize this event.

If space is available, the September 28 Council meeting may be held at the MotorFest location – SLCC Miller Free Enterprise Center. More details will follow at a later date.

Construction Industry – Plans for the next Roundtable are underway and two key issues have been identified:

1. Promote the Construction Industry as a career. Activities may include:
  - Construction Career Days Event (CCD)
  - Share DVD
  - Presentation or Exhibit Booth at UEA Conference
  - Workshop/Fair for employers ending with a Job Fair
  - Employer success stories. Alien Labor Certification, Apprenticeship, and Hiring People with disabilities, etc.
2. Present successes achieved in the auto industry and include information about the need for more applied courses. (Linda Fife is working with the Applied Courses sub-committee on a White Paper to be presented to the USOE-Board of Education and key legislators.)

#### **6. Adult Education Programs–Marty Kelly-USOE, State Dir. of Adult Education**

Marty Kelly provided an overview of Utah Adult Education Programs which assist individuals 16 years of age and older who have discontinued public education enrollment or whose high school class has graduated and who do not have a high school diploma.

Adult Education is part of WIA and is charged to work with DWS and allied agencies to ensure the best educational opportunities are provided to the clients (customers).

Ms. Kelly distributed a Fact Sheet on Utah Adult Education and a spreadsheet with data from Salt Lake County/Tooele Programs for the 2004-05 school year. Over 44,000 individuals took advantage of Adult Education during this period.

State funding is provided for non-public schools through a grant application process. The average cost per participant to complete a high school completion program or a basic Adult Education Program is \$354.00. For a customer wanting to take the GED the cost for the test only is \$55.00.

Linda Fife noted her support for Marty Kelly and what the USOE is trying to accomplish. She shared two points:

- If an individual doesn't have basic skills he/she will continue to have a tough time being successful in the workplace. The Adult Education Programs offered are great and serve people in a wonderful way.

- The Youth Council is working on how to identify youth who have dropped out of school. Marty Kelly is doing a survey to help determine this. Adult Education is very critical and Ms. Fife encouraged the Council to maintain dialogue and interaction with Ms. Kelly and her office.

Greg Diven noted that the Council has a Diversity Committee and a Basic Needs Committee that are working to address adult education issues and suggested Ms. Kelly work with Tony Gomez and Karen Silver.

Greg Diven mentioned that World Refugee Day will be held at the Gallivan Center on June 24<sup>th</sup> and encouraged Council members to attend.

### **7. June 22, 2006 Council Meeting – Agenda Setting**

The June 22nd agenda includes the following:

- Election of Officers
- Youth Council Presentation
- Executive Roundtable Update

### **8. Old Business**

There was no old business to report.

### **9. New Business**

Karen Silver asked if we want to ask the Governor to do a press release on the Worksite Learning in an effort to recruit more businesses or agencies to participate. Jon Pierpont responded that it may be appropriate to involve the Governor, but after the TANF regulations are published later this year.

Linda Fife asked what happens to customers after they complete their Worksite Learning assignments. Jon Pierpont responded that if customers aren't retained by their worksite employers, they continue with job search activities.

### **10. Public Comment**

There was no public comment.

The meeting was adjourned at 1:10 pm.